

**JOB TITLE:** Administrative Assistant Part Time (20 hours per week or less)  
**DEPARTMENT:** Administration  
**SALARY RANGE:** (Non-Exempt): \$10.00 - \$12.00 per hour depending on qualifications

**JOB SUMMARY:**

This position is responsible for providing administrative support to the County Clerk and County Administrator. This is a multi-task job and the candidate must be very detail oriented. Effective customer service in interacting with the public is critical along with the ability to exercise good judgement. This position requires confidentiality in all matters. Prior experience in government work is highly desirable.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or equivalent
- One year of related clerical experience; or any equivalent combination of training and experience.
- Experience and ability in the use of advanced computer skills using such software applications as Word and Excel

**PREFERRED QUALIFICATIONS:**

- Associates degree in business, communications, or related field preferred
- 1-2 years of state or local government experience

**ESSENTIAL DUTIES:**

- Responds to routine correspondence within established guidelines
- Organizes, files and maintains records and reports
- Copy and distribute documents to appropriate parties and file information
- Performs data entry functions
- Creates forms, formats, and other typing jobs; reviews and reconstructs material for proper format, grammar, continuity, and punctuation to ensure final document is complete and accurate.
- Maintains retention files
- Researches varied records and files, retrieves and provides information; may summarize data and prepare reports
- Receives telephone calls and provides information regarding operations, may perform office reception duties
- Other duties as assigned

**WORKING CONDITIONS/PHYSICAL DEMANDS:**

This job may require irregular work schedules to accommodate evening meetings or special situations during administrative planning periods. Job requires sitting, and standing and may require lifting objects up to 30 pounds without assistance.

Applications will be accepted at the Administration Building, 17234 Roosevelt Hwy. Bldg. B, Greenville, GA, until the position is filled.